

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

NASA Posters

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of NASA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date Of Award and ending July 31, 2009, plus up to three optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on December 23, 2008.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H St., NW, Room C-161, Stop PPSB, Washington, D.C. 20404. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 150-mile radius of zero milestone, Washington, D.C.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Sybil Morris (202) 512-1164 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II
- (b) Finishing (item related) Attributes -- Level II

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Electronic Media.

P-8. Electronic Media.

P-9. Government furnished sample, color swatch, Pantone Matching System color.

P-10. Composite laminated color proofs, Government furnished sample.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed four years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to July 31, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending April 30, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PRE-AWARD TEST PROOF AND PRESS PRODUCTION RUN: The contractor being considered for award will be required to demonstrate their ability to print the item(s) required in these specifications at the requisite quality level by completing a pre-award test. The Government may waive the pre-award test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the item(s) required.

For the pre-award test, an electronic file containing 1 sample poster representative of the item(s) to be produced under these specifications will be provided on the same media stipulated in these specifications. The perspective contractor shall first provide color proofs of the sample pages and then perform a press production run of the furnished sample pages.

The pre-award test color proofs must be of the type required by these specifications and are to be delivered to the U.S. Government Printing Office, North Capital & H Streets, NW, Washington, DC, Attn: Karen Johnson, (202) 512-2044, within two workdays after the government provides the electronic file containing the sample pages to the contractor.

Within three workdays after furnishing approved test proofs, the perspective contractor shall demonstrate their printing capability by producing printed press sheets of the sample pages. This test must be performed in the presence of Government representatives, under normal production conditions on the equipment and in the facility proposed to be used for the final production, and on the paper required under these specifications, White No. 2 Coated Text, Gloss-Finish 80 lbs, equal to JCP Code A182. Press sheets **must** contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the entire press sheet (can be on the gripper edge, tail edge, or gutter of the press sheet). The minimum run time shall be 1 hour, exclusive of make-ready time. The final press sheet will be allowed no more than 32 demerits.

Products from this test run will be used by the Government to evaluate the contractor's capability to comply with applicable requirements of these specifications and the contractor's ability to maintain that quality level throughout the test production run. Failure to produce sample press sheets meeting the specified quality level or to demonstrate the ability to maintain the required quality throughout the production test press run may be reason for a determination of non-responsibility. In addition the contractor's failure to successfully complete this test within 2 hours may also result in a determination of non-responsibility. The Contracting Officer may grant a period in excess of the 2 hours if in his opinion he has reason to believe that the contractor is making great progress in meeting the contract standards.

No charges will be allowed for costs incurred in the performance of this pre-award test.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from August 1, 2008 through July 31, 2009 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of various size posters requiring such operations as electronic prepress, printing, folding, packing and distribution. Contractor required to provide via Computer-to-Plate (CTP) methods with the requirement of supplying the necessary digital deliverables and contract quality halftone dot proofs (Printer may use Stacatto (20 micron dot)).

TITLE: Posters--Various titles.

FREQUENCY OF ORDERS: Approximately 25 to 50 orders per year with approximately 1 to 2 orders per month. Some months may have no posters.

QUANTITY: Approximately 10 to 20 orders may range from 15,000 to 150,000 copies per order. An occasional order may be approximately 1,000 to 10,000 copies per order.

TRIM SIZE: Format A - 24 X 30" or 24 X 36".
 Format B - 18 X 20" or 20 X 24".
 Format C - 25-1/2 X 33" may fold to 8-1/2 X 11".
 Format D - various sizes between 11 X 14" not to exceed printed image of 24 X 37" sheet size of 25 X 38"

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM compatible Windows 98/2000/XP operating systems, or Macintosh with operating system 9.2/10.2 (minimum).

Storage Media: Iomega Zip (100 and 250 MB), Iomega Jaz (1 and 2 Gig), CD-R CD-R/W, DVD-R, 5-1/4" Optical Media disks, or 3-1/2" diskettes.

Software: QuarkXPress 6.0, Pagemaker 7.0, Adobe CS2 & CS3 Design Products (Illustrator, Photoshop, InDesign, Acrobat 8 Professional), Macromedia Freehand 10.0 or Corel Draw 9.0.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

The department will supply all screen and printer postscript fonts.

Composite color and/or black and white laser-generated page proofs produced from furnished media.

Color transparencies, photoprints, line art, and electronic digital photo/graphic files to be reproduced at various focuses. Contractor will be required to scan all photoprints, line art and transparencies supplied and compose with electronic pages.

Preaddressed ungummed or pressure sensitive mailing labels with permit imprint. All labels are Zip Code sorted. Labels have quantities indicated thereon.

Postage and Fees Paid indicia for mailing.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish" necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC FILE TRANSFER: The contractor must provide and maintain a hosted FTP (File Transfer Protocol) site. It is anticipated that during the course of the contract some files will be transferred via File Transfer Protocol. The FTP address, user ID, and password must be provided at time of award.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Government as soon as necessary to comply with the shipping schedule.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized.

Contractor will be required to create all bleeds.

When required by the Government, the contractor shall make minor revisions to the electronic file, which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished file and make all changes to the copy. The final approved files must be returned on the furnished media and properly labeled.

DIGITAL DELIVERABLES: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables which includes high-resolution TIF scans) with the furnished material. The digital deliverables must be an exact representation of the final version of the printed product returned on CD-ROM. Digital deliverables must be returned on either a CD-R, CD-R/W, DVD-R or in the appropriate format and media, as designated by the Government. CD-ROM disc and jewel case must be clearly labeled with decal title, jacket and print order numbers. A print out of the field directory must be included in the jewel case. PostScript files, Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, will not be accepted by the Government, as digital deliverables, unless otherwise specified.

DISKETTES: When directed by the Department, the contractor shall be required to make minor corrections for AA's, tracking, kerning, spacing, and/or leading to align copy and page elements.

IMAGE ENHANCEMENT SYSTEM: It is anticipated that some orders will require some enhancement. Contractor will be required to provide color changes, create air brushed vignettes, posterization, pixelization, graduated backgrounds, image to image assembly and/or other manipulations through utilization of a digitized image enhancement system such as the Scitex or Hell Cromacon systems. The individual print orders will indicate if any enhancement is required.

PROOFS: One set of composite digital proofs or similar proofs of all items form created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be of poster with all elements in proper position (not pasted up), image face and back, and trimmed to the finished size of the product.

One set of digital color proofs produced using (Printer may use Stacatto (20 micron dot) or equivalent process) (Kodak Approval, Screen TrueRite, Dupont Thermal WaterProof, Polaroid PolaProof, Creo Spectrum or Fuji Final Proof) on the production stock with a minimum resolution of 2400 dpi. At contractor's option press proofs maybe provided (one set of composites and one set of individual colors). Proofs will be used for color match on press run. These proofs must have illustrations and text matter composited. Sublimation, inkjet, photographic, and overlay proofs are NOT acceptable. The proofs must have color control bars, tint patches and dot gain scale (such as Brunner, GATF, or RIT) repeated across sheet. The fifth ink when ordered may be simulated on proofs with a spot color laminate, but must be clearly identified, no overlays acceptable for fifth color (For Digital Proofs Only). When spot varnishes are ordered, the contractor may represent the gloss/dull varnish plates with a separate digital proof indicating varnish.

Occasionally, the Government may require the contractor to provide a digital high quality photographic proofs of the halftone illustrations on the back of the poster, and will be specified on the print order when required.

Viewing light: Full color film transparencies will be viewed using a transparency illuminator with 5000k; full color copy and proofs will be viewed under controlled conditions 5000K overhead luminaries.

Submit proofs together with electronic media, furnished visuals, and copy to NASA Headquarters, Attn: CSSC, Room CL-78, 300 E Street, S.W., Washington, DC 20546.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 2008.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

White No. 2 Coated Text, Gloss-Finish, basis weight: 70, 80, or 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

White No. 2 Coated Cover, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

PRINTING: Prints on face in 4-color process plus a 5th ink (exact match) or as specified. Back of posters print as black text and occasionally may include halftone images. On occasion, the back of poster will also print in 4-color process.

The posters will contain 4-color process and/or halftone image(s) printing full/partial bleed(s). The fifth ink color will print as spot type, rule matter, screen tones, and occasionally a solid background color. Type and line elements may knockout of 4-color process illustrations to white and/or print in a Pantone ink color. The fifth ink color may require the use of a metallic ink.

All 4-color process printing must be produced on a press capable of printing four colors plus a fifth in a single pass through the press (minimum of five printing units).

AQUEOUS COATING/VARNISHING: When specified on the print order, coat the entire surface of the face with a gloss or satin "flood aqueous liquid coating". The coating must be applied in-line and must be cured by infrared lighting. Approximately 90% of the orders will require an aqueous coating. A few posters may require a spot gloss and/or dull varnishing combination instead of the aqueous coating; each such instance will be identified on the print order.

Ultraviolet or U.V. Coating: An occasional order may require Ultraviolet or U.V. coating. When specified on the print order, spot coat or coat the entire surface of the sheet with a premium, clear high-gloss, non-cracking U.V. coating, which will test 86 or better when measured at an angle of 20 degrees for both paper and other substrates on the Technidyne Glossmeter, Model T480A.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. These areas must be repeated across the entire press sheet. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lumination.

MARGINS: Uncommon bleeds all sides on the face and/or back.

BINDING: Trim four sides. Some orders will require the contractor to fold from 25-1/2 X 33" to 8-1/2 X 11".

PACKING: Pack in shipping containers. Pallets are required for shipments to GPO only.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

MAILED/SMALL PARCEL CARRIER SHIPMENT: A disk/cartridge will be furnished on some orders for addressing the majority of each order as described below:

The contractor must generate a mailing label from the Government furnished disk/cartridge/distribution list(s) and affix the label to the back of each copy mailed singly as a self-mailer and/or to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and containers.

The contractor shall not reproduce, or allow reproduction of the disk cartridge furnished by the Government, nor use or allow any other person(s) to use the disk/cartridge for any purpose other than the mailing of the item.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed under "SCHEDULE".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to approximately two to five addresses within the commercial zone of Washington, DC. Complete addresses and quantities will be furnished with the print order.

Ship/mail f.o.b. contractor's city the balance.

An occasional order may require the contractor to ship all or a specified portion of the order via overnight small parcel carrier.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Postage Classification: NASA shall determine the appropriate postage classification for each mailing produced under this contract. NASA shall furnish to the contractor this determination of the approved postage classification with each print order.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Statement of Mailing: The contractor shall complete and present in triplicate a US Postal Service Statement of Mailing USPS Form 3601-G to the US Post Office at the time of mailing along with a copy of the GPO Form 712. A sample PS Form 3602-G shall be furnished to the contractor by NASA along with each print request.

The contractor shall prepare and fully complete the USPS Form 3602-G in triplicate. The contractor shall include the following information:

- ◆ Complete Contractor Address and telephone number
- ◆ Program, Jacket and Print Order Numbers
- ◆ Agency Cost Code: #1 54
- ◆ Sub Cost Code: 11050

The contractor shall enter the number of mail pieces deposited with the US Post Office for Domestic Addresses and International Addresses in Blocks Numbered 24, 25, 26 on the PS Form 3602-G.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

International Addresses: All mail pieces addressed to international addresses (including CANADA) must be prepared for mailing and must be placed in envelopes (camera-ready envelope or envelopes provided).

All international mail pieces must be placed in appropriate pouch bag for pickup by Federal Express International Mail Service. An authorized Air Waybill #400-8632-8852 will be enclosed. This Air Waybill must be used. Contractor to fill-in "Date of Shipment", Item #2 (Printing Contractor Requisition No. and Purchase Order No.), Item #7) The "Shipper Copy" (last copy within the set-pink) must be returned within 5 business days to NASA HQ, Attn: Stanley Artis, Mail Code LM020, Suite 4D35, Washington, DC 20546, along with the enclosed International Mail Data Sheet.

In the event NASA HQ secures the use of a vendor to consolidate or otherwise co-mingle its international mail, NASA HQ will immediately apprise the contractor. NASA HQ will provide appropriate written and/or oral instructions to the contractor for the processing of the mail pieces addressed to international addresses.

The contractor shall request the U. S. Post Office to "stamp" one of the completed PS Form 3602-G. The contractor shall return the "stamped" copy within 5 business days to the following: NASA HQ, Mail Code LM020, Suite 4D35, NASA Headquarters, Washington, DC 20546-1. This statement shall be furnished within 5 working days.

All mailing shall be done at the fourth class rate, or as indicated.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

Furnished material and print orders must be picked up from and delivered to NASA Headquarters, Attn: Code CSSC, Michael Crnkovic or Stanley Artis, Room CL78, 300 E St. SW, Washington, DC 20546.

Submit proofs for NASA Headquarters orders together with electronic media and other Government furnished material to the address indicated above.

For orders placed by agency's riders; print orders, furnished material, and proofs will be forwarded to the contractor via the contractor's small package carrier, using the contractor's carrier's account number.

The following schedule begins the workday after notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

NORMAL PRODUCTION SCHEDULE:

WD After

Contractor submit proofs	3
Department give OK to print.....	3
Contractor must complete production and distribution	8

*If UV coating is required, 2 additional workdays will be added to the schedule.

SURCHARGED SCHEDULE: Contractor must complete production (which includes proof time) and distribution after notification of the availability of print order..... 7 workdays

Note: Author's alterations of a **minor** nature are anticipated and must be completed within the schedule indicated above.

The contractor will be allowed two (2) additional workdays for **extensive** author's alterations and revised proofs, when required by the department. GPO reserves the right to determine what will be considered extensive.

*The contractor will be allowed two (2) additional workdays for applying UV coating, when specified on the print order.

REPRINTS: If a reprint is required the agency will not require proofs.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contracting Officer, Term Contracts Division (PPC), Washington, DC 20401, or telephone area code 202, 512-2044. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

PREMIUM PAYMENTS: Orders requiring a production schedule of 7 workdays will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. "Paper" in the "Schedule of Prices".

When premium payment is authorized the print order will be abstracted, and the order will be placed with the contractor whose price proves the lowest.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his invoice.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (a) 5

II. (a) 20
(b) 2
(c) 20
(d) 5

III.	(1)	(2)	(3)	(4)
(a)	6	60	4	20
(b)	2	6	4	12
(c)	6	360	8	424
(d)	36	668	38	666
(e)	2	20	4	40
(f)	1	3	1	3
(g)	1	40	5	320
(h)	4	200	32	468
(i)	40			
(j)	2			
(k)	40			
(l)	60			

IV.	(1)	(2)	(3)	(4)
(a)	5	1	20	80
(b)	5	2	300	360
(c)	40	2	30	148
(d)	10	1	10	80

- V. (a) 9,000
(b) 30
(c) 24
(d) 24

- VI. (a) 150

It is estimated that 25% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item V.), to 25% of the prices offered for Items I, II, and IV.

Note: Print orders not marked "Accelerated Schedule" will not be paid premium payments and the contractor will not list such items on his/her invoice. All other orders will be placed with the required schedule and paid for at the basic prices offered.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's for all mailed shipments and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

I. PREPRESS:

An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and requires scanning and digitizing. The price offered should include the cost of all materials and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film. No charge will be allowed for illustrations furnished on electronic files.

(a) Scanning and Digitizingper illustration \$ _____

II. PROOFS:

(a) Digital color proofper trim/page-size unit \$ _____

(b) Digital random halftone illustration proof.....per illustration \$ _____

(c) One-piece composite digital color proofper trim/page-size unit \$ _____

(d) Image Enhancementper hour \$ _____

The Contracting Officer reserves the right to be the final judge as to the number of hours chargeable under item (d) Image Enhancement.

(Initials)

III. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. **Note:** Cost of gloss/dull varnish or aqueous liquid coat may be charged as an additional ink color.

Poster printing face only:

	<u>Four Color Process</u>		<u>Each Additional Color</u>	
	<u>Makeready</u>	<u>Per</u>	<u>of Ink</u>	
	<u>and Setup</u>	<u>1,000</u>	<u>Makeready</u>	<u>Per</u>
	<u>Charges</u>	<u>Copies</u>	<u>and Setup</u>	<u>1,000</u>
	(1)	(2)	(3)	(4)
(a) Format A.....per side.....	\$_____	\$_____	\$_____	\$_____
(b) Format B.....per side.....	\$_____	\$_____	\$_____	\$_____
(c) Format C.....per side.....	\$_____	\$_____	\$_____	\$_____
(d) Format Dper side.....	\$_____	\$_____	\$_____	\$_____

Poster printing back only:

	<u>Four Color Process</u>		<u>Black Only</u>	
	<u>Makeready</u>	<u>Per</u>	<u>Makeready</u>	<u>Per</u>
	<u>and Setup</u>	<u>1,000</u>	<u>and Setup</u>	<u>1,000</u>
	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>
	(1)	(2)	(3)	(4)
(e) Format A.....per side.....	\$_____	\$_____	\$_____	\$_____
(f) Format Bper side.....	\$_____	\$_____	\$_____	\$_____
(g) Format C.....per side.....	\$_____	\$_____	\$_____	\$_____
(h) Format Dper side.....	\$_____	\$_____	\$_____	\$_____

Ultraviolet (UV) Coating per 1,000 Copies

(i) Format Aper side	\$_____
(j) Format B.....per side	\$_____
(k) Format C.....per side	\$_____
(l) Format D.....per side	\$_____

(Initials)

IV. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

	<u>Format A</u>	<u>Per 1,000 leaves</u>		<u>Format D</u>
	<u>(1)</u>	<u>Format B</u>	<u>Format C</u>	<u>(4)</u>
		<u>(2)</u>	<u>(3)</u>	
(a) White No. 2 Coated Text, Gloss Finish (70-lb.).....	\$_____	\$_____	\$_____	\$_____
(b) White No. 2 Coated Text, Gloss Finish (80-lb.).....	\$_____	\$_____	\$_____	\$_____
(c) White No. 2 Coated Text, Gloss Finish (100-lb.).....	\$_____	\$_____	\$_____	\$_____
(d) White No. 2 Coated Cover, Gloss Finish (80-lb.).....	\$_____	\$_____	\$_____	\$_____

V. PACKING AND DISTRIBUTION: Prices offered must be all inclusive, as applicable, and must include the cost of shipping containers, affixing labels, all necessary wrapping and packing materials, and delivery in accordance with these specifications.

- (a) Packing and sealing shipping containers per container\$_____
- (b) Palletizing..... per pallet\$_____
- (c) Single copy in kraft envelope per envelope\$_____
- (d) Multiple copies in kraft envelope
(up to 200 leaves) per envelope\$_____

VI. ADDITIONAL OPERATIONS:

- (a) Folding from 25-1/2 x 33" to 8-1/2 x 11"per 1,000 copies\$_____

VII. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item IV. "Paper".

Percentage increase.....%

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)